

School Security Assessment Process FAQ

According to TCA 49-6-4302, each Tennessee public school is required to conduct a school security assessment using the assessment tool developed by the TN Department of Homeland Security (TDOHS). Assessments are to be completed on an annual basis.

All schools must complete and submit the assessment **before** the district can apply for the Safe Schools Grant funding as results from the school security assessments will assist LEAs in the development of their Safe Schools application.

Security site assessments will be conducted, at a minimum, by a two-person team to include a school administrator or designee, and a local law enforcement officer.

BEFORE the security site assessment:

- Identify team members at both the school and law enforcement level that will be responsible for conducting the school security assessment for each school.
- Complete the online training which takes approximately two hours.
- Block out two (2) to four (4) hours per school for walk-through school security assessment.
- Block out thirty minutes for online submission process.
- School administrators will receive a link with the school security assessment. **Print** the appropriate version of the TDOHS school security assessment based on the threat level of the school to be assessed and use during the walkthrough.

DURING the security site assessment:

- Conduct school security assessment, including School Security and Student Support Personnel data, and record results on paper version of assessment.

AFTER the security site assessment:

- Use the link provided to school administrator to access the online reporting version of the school security assessment tool.
- Complete all required information.
- Use the printed copy of the completed school security assessment tool to assist in filling out the online version. Please note: Once you begin filling out the online assessment, you **MUST** complete the survey in its entirety. The form will not save answers.
- Upon completion and submittal of the security site assessment, a copy will be automatically sent to the designated district point-of-contact for the assessment process.

Helpful Hints:

Who needs to complete training and conduct the assessment? Training and the assessment are to be completed by a school administrator or other school designee, and a law enforcement officer. District personnel are permitted to participate with school teams in the assessment process, but they may not conduct the assessment on behalf of the school administrator or act as their designee.

Who is considered a school administrator? School Principal or Assistant Principal

What if I need assistance obtaining law enforcement as part of my team? Contact your District's SAVE Act Coordinator. If attempts at the local level have not been successful, contact Derek.Fregeolle@tn.gov.

Is it required to have a minimum of a two-person team to complete the assessment? It is required that the assessment be completed by both school administration and local law enforcement members, however you can select to have additional members, such as the district SAVE Act Coordinator.

Is the security assessment form, training and manual confidential? The contents of the assessment, training and accompanying manual are to be considered sensitive information not to be shared outside of those involved in conducting the assessment.

How much time should I plan for the training? The training video is approximately two (2) hours long.

How much time should I plan to complete the assessment? The assessment process can take approximately two (2) to four (4) hours to complete.

Is there a browser that works best for completing the assessment? Updated versions of Google Chrome work best for the security assessment platform. If you are having issues entering information into your assessment, please contact Derek.Fregeolle@tn.gov or Kimberly.Daubenspeck@tn.gov.

How will I know the information I have entered into the assessment has been submitted? You will receive a notification email that it has been successfully submitted. It is encouraged that you also create a hard copy of the assessment information you enter using the manual provided in case you lose the information by clicking the back button.

I don't understand the terminology in the assessment: There are terms and definitions commonly used in the security assessment at the back of the manual. If you need a copy of the manual, please contact Derek.Fregeolle@tn.gov or Kimberly.Daubenspeck@tn.gov.

What happens after I complete the assessment? The Office of School Safety will send your district's SAVE Act Coordinator and Director of Schools a copy of your school's completed security assessment. In addition, a district level summary based on an analysis of all the assessments will be provided to the SAVE Act Coordinator. Your security assessment is protected and is only for the use of determining school safety funds and is not considered public record.

Could my school security assessment be audited? TCA 49-6-4302 states "The department of safety and homeland security is authorized to conduct periodic audits of Tennessee public schools as necessary to verify the effective implementation and use of such assessments to enhance school security."